

MONROE COUNTY

JOB DESCRIPTION

Position Title: CHIEF MECHANIC	Date: 01/20/99
Position Level: 8	FLSA Status: Nonexempt
Class Code: 8-25	

Pumar-Pam 6/23/04 9:48 AM

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GENERAL DESCRIPTION

Primary function is to perform as a lead mechanic in the preventative maintenance, diagnosis and repair of all motor vehicles and equipment for Monroe County.

KEY RESPONSIBILITIES

1. *Perform preventative maintenance and repair on all motor vehicles and equipment: change oil, tires, brakes, electrical system, fuel injection pumps.
2. *Trouble-shoot and make diagnosis on all vehicles and equipment.
3. Perform inspections of vehicles and equipment.
4. Performs supervisory duties in the absence of the Supervisor/Master Mechanic. Serves as second in command.
5. Perform road calls for on site repairs.
6. Order parts, supplies and materials, make purchase requests and write repair orders.
7. Attend Safety meetings.
8. *Completes paperwork. Use of Fleet Computer Programs.
9. Test drive vehicles.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or technical school , certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsibility for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	<p>Within the first year of employment, employee must obtain a valid Commercial Drivers License Class "B". The Department will assist with training and testing necessary in order to obtain the appropriate class of drivers license. Must supply and maintain a reasonable amount of own hand tools, the County is responsible for supplying special equipment and special tools only.</p> <p>THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.</p>

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APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____